



Arizona Department of Transportation
Communications and Community Partnerships
SPECIAL EVENTS PARTICIPATION APPLICATION
General Exhibitor/Donations

EVENT:
Loop 202 Red Mountain Freeway Opening Celebration
Power Road to University Drive
Mesa, Arizona

DATE:
July 15, 2008
5 p.m. to 8 p.m.

CONTACT NAME:	CONTACT PHONE NUMBER Home: _____ Cell: _____ Work: _____ Fax: _____ Contact # for 24 hours prior to and during the event: _____
COMPANY/ORGANIZATION NAME:	
E-MAIL ADDRESS:	MAILING ADDRESS: CITY, STATE, ZIP:

Please note: all three pages of this application must be completed and returned.

My company/organization plans to participate in the Loop 202 Red Mountain Freeway Opening in the following way(s):

() Exhibit Booth (No Charge)

My company or organization can best be described as:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Beauty | <input type="checkbox"/> Media |
| <input type="checkbox"/> Club or Organization | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Health/Fitness | <input type="checkbox"/> Other _____ |

My exhibit will need the following amount of space:

- ☐ one lot (10 feet x 10 feet) (ADOT provides one 8 foot table, two chairs)
☐ two lots (10 feet x 20 feet) (ADOT provides two 8 foot tables, four chairs)
☐ other, please explain: _____

Note: Limited space available, requests cannot be guaranteed

My exhibit will be (please describe your booth, giveaways, etc.):

Will you be serving food at your booth? ☐ Yes ☐ No If "Yes," describe:

Will you be conducting activities at your booth? ☐ Yes ☐ No If "Yes," describe:

Additional Booth Comments: _____

Check all that apply:

I am available to set up my booth on () Monday or () Tuesday.

() I request set up at 2 p.m. on Monday, the day prior to the event. (Security will be provided.)

() I request set up at 12:30 p.m. to 2 p.m. on Tuesday, the day of event.*

() I request set up at 2 p.m. to 3:30 p.m. on Tuesday, the day of event.*

* Exhibitor ramp closes at 3:45 p.m., and no further vehicles will be allowed.

Due to pedestrian traffic, your vehicle must either be parked at your space (if it is part of your display), in the exhibitor parking area, or in the assigned exhibitor parking area 60 minutes prior to the event start time.

CERTIFICATE OF INSURANCE REQUIRED

All exhibitors and vendors must provide a Certificate of Commercial General Liability Insurance to the Arizona Department of Transportation with a minimum limit of \$1 million.

The following entities must be included as an additional insured:

State of Arizona and Arizona Department of Transportation
206 South 17th Avenue
Phoenix, Arizona 85007

Location Address: ADOT's Loop 202 Red Mountain Freeway Celebration, Loop 202 Power Road to University Drive

Some booth activities may increase risk of loss; thereby, insurance limits will be increased from the minimum limit of \$1 million. You will be notified of this change if applicable.

Please submit Certificate of Insurance via e-mail to Libby Floyd Davis at EastValleyProjects@cox.net or via fax to (480) 837-1580 **no later than July 3 at 5 p.m.**

() Donations to Refreshment Booth

Describe what bottled water, bottled beverages (no glass), or prepackaged snacks you will be donating. Donations must be delivered to the event site on Monday, July 14, between 9 a.m. and 1 p.m. (Details on delivery to follow).

Cash donations cannot be accepted.

Quantity _____ Value of Donation: \$ _____

AGREEMENT

I understand that:

- The Arizona Department of Transportation requests that all exhibitors continue to make this a free event to the public; charging for any service and/or item at the Loop 202 Freeway Opening is strictly prohibited.
- Electricity is not provided to exhibitors at the event.
- In order to prevent damage to the freeway surface, exhibit booth tables and chairs are provided by ADOT. Exhibitor-owned tables and chairs are not allowed.
- Canopies may be used, though ADOT does not provide them. Each canopy must be secured by sandbags or water barrels only – stakes cannot be used to prevent damage to the asphalt.
- If a vehicle is parked at the exhibit site during the celebration (part of the exhibit) or in the assigned exhibitor parking area, the exhibitor may not move the vehicle through the celebration area until all pedestrians have cleared and DPS has given appropriate instruction. Exhibitors may park in the public parking area and carry their exhibit items to their spaces if they must depart prior to the end of the celebration.
- I will be required to present a copy of my confirmation at check-in.
- Political campaigning is strictly prohibited.
- Alcohol and firearms are strictly prohibited.
- No animals are allowed at exhibition sites, with the exception of service animals.

Exhibitor by and through the signature on the registration form covenants and agrees that exhibitor releases, holds harmless, indemnifies and shall defend the State of Arizona, the Arizona Department of Transportation, and its employees, volunteers, agents, or other related parties from any and all losses, claims, judgments, resultant of injury or death of any party, damages, or any amount owed by reason of any further claim, demand, or action at law or in equity that may at any time be brought or made with regard to any occurrences, injuries, property damages, or in any way related to the rental of booth or exhibitor space by exhibitor. This indemnification clause specifically includes the payment of attorney's fees and legal expense necessarily incurred to defend any and all claims made.

Signature _____ Date: _____

Please print the name signed above: _____

Applications must be submitted, form printed, signed, and returned to Libby Floyd Davis no later than 5 p.m. on June 30. The forms may be sent via e-mail to EastValleyProjects@cox.net or via fax at (480) 837-1580.

Certificates of Insurance must be submitted no later than July 3 at 5 p.m. The forms may be sent via e-mail to EastValleyProjects@cox.net or via fax at (480) 837-1580.

This application process is not complete until the signed application and Certificate of Insurance are received.

If your request for exhibitor space is accepted, a confirmation will be sent to your email address. If no e-mail address is available, a telephone call will be made.

If you have questions or require further information, please contact Libby Floyd Davis at (480) 837-8774.